1099 DEADLINES AND DATES TO REMEMBER

November 30, 2005 – Wednesday
- **Statewide 1099 Training Seminar**
  Registration 1:00 –1:15 pm, Training 1:15 – 4:00 pm
  633 17th Street, Second Floor
  Between 17th and 18th Street, on California.
  Enter on California)

December 6, 2005 - Tuesday
- 1099 Reports Review Workshop 9:00 – 11:30
  State Controller's Office, 633 17th Street – 15th Floor, Conference Room 15A

December 7, 2005 - Wednesday
- 1099 Reports Review Workshop 9:30 – Noon
- 1099 Reports Review Workshop 1:30 – 4:00 pm
  Both sessions at State Controller's Office, 633 17th Street - 15th Floor, Conference Room 15A

December 27, 2005 - Tuesday
- **Agency deadline to send VEND changes** to SCO to guarantee the changes are included on the T9902 reports that print on 12/30/05

- **Agency deadline to send warrant cancellation and reissue requests** to SCO to guarantee that 1099 income is credited and reported on the T9902 reports that print on 12/30/05

December 29, 2005 - Thursday
- **Agency deadline to enter PV, JV transactions,** and SCO deadline to enter CX transactions to guarantee general ledger entries are picked up on Forms 1099. PV and JV Transactions must show SCHED on SUSF on Thursday 12/29/05 to affect 2005 Forms 1099

December 30, 2005 - Friday
- COFRS **PV, JV and CX transactions** must show ACCPT status on SUSF (call SCO for immediate updates if necessary)

January 3, 2006 - Tuesday
- First day the COFRS 1099 Table is populated and available for changes

January 20, 2006 - Friday
- Last day to change 99TX, 1099, VEND, AD99 [the forms are printed after the COFRS nightly cycle]

January 31, 2006 - Tuesday
- Forms 1099 must be postmarked